

Tennessee Department of Correction

Division of Rehabilitative Services

JOB ANNOUNCEMENT: Correctional Administrator, (CA), Executive Service, Grade 117, Salary Range \$5,740 to \$10,332.

This position oversees and monitors the day-to-day rehabilitative services operations of multiple probation or parole districts and prisons in a particular region of the state. The CA acts as a guide, mentor and coach to district leadership and prison leaders and assists in the development and achievement of the goals for rehabilitative services in the region. The CA position requires a proven record of managing accountability from a supervisory perspective.

The CA reports to the Assistant Commissioner of Rehabilitative Services and assists with communication to the prisons and district offices in a specific region of the State. This position is responsible for assuming a leadership role in all areas of rehabilitative services in the prisons and Community Supervision in the region such as driving initiatives, leading succession planning, and office space planning and utilization. The CA will also participate in administrative activities such as planning quarterly CA meetings and providing assistance with budgetary matters.

The CA acts as a representative of The Tennessee Department of Correction Rehabilitative Services Division in prisons and Community Supervision in performing important public contact and liaison work with law enforcement, court representatives, legislators, community leaders, offenders, their families, victims, and/or the general public. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

Minimum Qualifications:

A Bachelor's Degree with five (5) years of related management, and administrative experience. Three years supervisory experience and prison and/or probation or parole-related experience required. Prefer an advanced degree in any of the following fields: penology, law enforcement, law, public administration, rehabilitation, or social work.

To Apply: Submit the following to: MeRita.Vest@tn.gov

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to leadership roles
- Include salary history and requirement

Closing: Resume/Application must be received on or before June 24, 2016. Applications will not be accepted after June 24, 2016.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.